



# GATHERING STAFF INFORMATION USING PEOPLESOFT ACTIVITY GUIDES

SESSION 6012  
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ADU 7-9 NOVEMBER 2018



# PRESENTER

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# THE UNIVERSITY OF ADELAIDE

Established: 1874

Campuses: 4

Faculties: 5

Divisions: 3

Students: 22,000

Staff: 3,500 (excl casuals)

ADU 7-9 NOVEMBER 2018



# ORGANISATION & ORACLE

HCM, Campus & Finance  
PeopleSoft HCM 9.2  
PeopleTools 8.55, PUM #27  
GP, Time & Labour, Profile  
Mgmt, Partial Position Mgmt,  
Contract Admin, Training  
Admin

ADU 7-9 NOVEMBER 2018

# BACKGROUND

A gap was identified in the information gathered from staff regarding:

- Identity/Working rights
- Citizenship
- Academic Qualifications

In order to be compliant with:

- **Tertiary Education Quality and Standards Agency (TEQSA)**
- **Education for Overseas Students Act 2000 (ESOS)**
- **Higher Educations Standards Framework (HESF)**

Also to provide:

- More accurate reporting for external ranking bodies

# OVERVIEW

STAFF CENSUS

February 2018



CAPS  
ONBOARDING

June 2018



**PEOPLESOFT ACTIVITY GUIDES**

# OVERVIEW

## What is a PeopleSoft Activity Guide??

*“Activity guides are a PeopleTools feature that allow you to define guided procedures for a user or group of users to complete. Users are presented with a list of actions, or tasks, that need to be completed to finish the procedure”*

*Examples of use:*

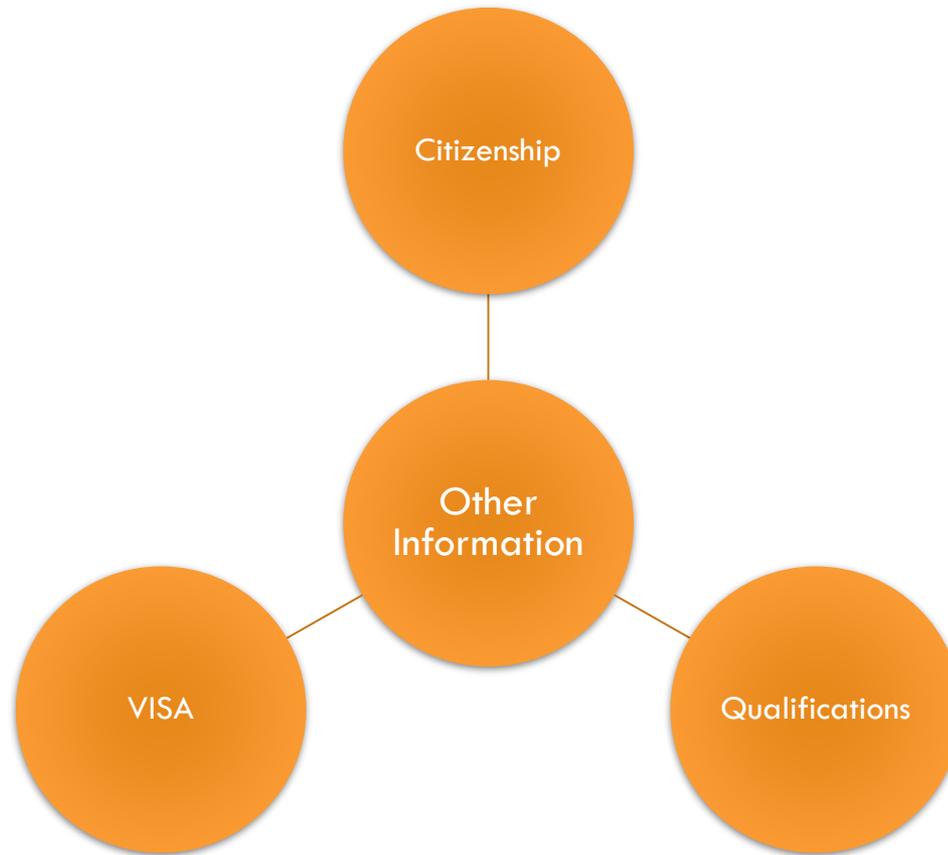
- The on-boarding of a new employee.
- Period end closing.
- System or feature configuration.

Source: PeopleSoft Online Help

# INFORMATION GATHERED



# INFORMATION GATHERED



# STAFF CENSUS

Fixed Term and Continuing  
Staff Information

ADU 7-9 NOVEMBER 2018

# STAFF CENSUS BACKGROUND

- Staff Census Campaign launched by the VC on 5 February 2018
- Census period 5-16 February 2018
- All Staff requested to complete (including casuals)
- Messaging from the VC:

Accurate information is required for compliance with the reporting requirements of the Higher Education Standards Framework and may also improve our ranking outcomes through the provision of better quality data to external ranking bodies.

I recognise that this may cause inconvenience and apologise in advance, however the outcomes will benefit our university.

I thank you in anticipation for your support.

# STAFF CENSUS FINDINGS

- 82% completion amongst fixed term and continuing staff
  - 87% Professional
  - 76% Academic
- 1 200 Academic staff provided their formal Qualifications
- ATSI identification numbers doubled
- No previously recorded data around disability

# STAFF CENSUS FINDINGS

## **Citizenship/Birth Country**

### Academic

- 49% have a birth country other than Australia.
- 7.2% have identified having dual citizenship

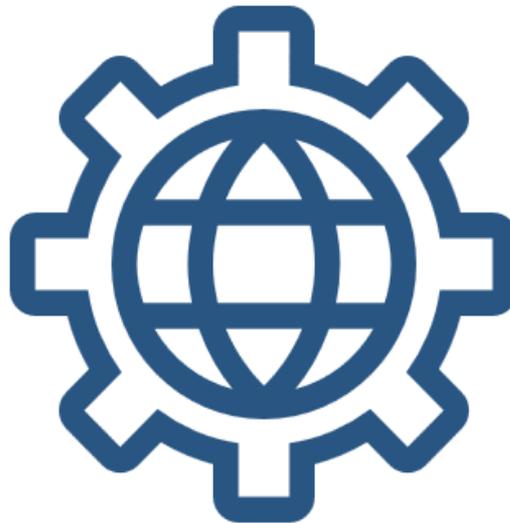
### Professional

- 32% have a birth country other than Australia.
- 3.7% have identified having dual citizenship

# SSO

▼ Staff Census

**Staff Census**



[Click Here to begin.](#) Completion required by : 16/02/2018

# CAPS ONBOARDING

Casual Staff Information

ADU 7-9 NOVEMBER 2018

# CAPS ONBOARDING BACKGROUND



Important  
Information

- All casuals required to complete their onboarding
- Provide information they have not had to provide before
- Change in process – first accept then complete onboarding. Unable to submit timesheet until onboarding complete
- Complete whenever there is a break of service greater than 30 days
- Qualifications new requirement – compliance requirements

# CAPS ONBOARDING BACKGROUND

## Offer Created

- Academic – confirm qualification or Equivalence

## Offer Approved

- Delegated Authority

## Offer accepted

- Accepting terms of offer only

## Onboarding Completion

- Provide relevant information

# SSO

## Onboarding



[Click here to begin](#)

# ACTIVITY GUIDE DEMONSTRATION

CAPS Onboarding  
Demonstration

ADU 7-9 NOVEMBER 2018



# DEMONSTRATIONS

Demo

# DEMONSTRATIONS

## Onboarding



[Click here to begin](#)

# DEMONSTRATIONS

Exit

Onboarding

Next >



## Welcome

Visited

## Personal Details

Not Started

## Qualifications

Not Started

## Further Information

Not Started

## Summary

Not Started



### Welcome to the University of Adelaide casual onboarding activity.

To ensure your smooth transition to working at the University and a prompt payment for your services, you are required to complete onboarding activities in full before commencing work. You are asked to provide personal, contact and payroll information, as well as evidence of your qualifications and working rights.

It will be useful to have the following documents before you begin (if applicable):

- Passport
- Visa
- Qualifications

**Please note:** Your employment will not be activated, and you will not be able to submit timesheets or receive payment, until you have completed all Onboarding tasks and selected "**Complete**" button on the **Summary** page.

(Note, individual tasks may appear as *Visited* or *Completed* in the meantime, but will change to *Completed* once you have finalised the Onboarding via the Summary page)

If you require assistance in completing your onboarding activities, please visit the [CAPS website](#) to view the support materials.

If you have any further enquiries, please contact the HR Service Centre on (08) 8313 1111 or [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au).

# DEMONSTRATIONS

Onboarding

Exit

Welcome  
○ Visited

Personal Details  
○ Visited

**Name**  
○ Visited

Addresses  
○ Not Started

Contact Details  
○ Not Started

Indigenous Aus Identification  
○ Not Started

Emergency Contacts  
○ Not Started

Additional Info  
○ Not Started

Disability  
○ Not Started

Citizenship/Passport Details  
○ Not Started

Visa Details  
○ Not Started

**Personal Details - Name**

**Primary Name**

Do Not Use3 Heug Demo Current

**Preferred Name**

Do Not Use3 Heug Demo

**Primary Name**

Cancel Save

Change As Of 05/11/2018

Name Prefix

\*First Name Do Not Use3

Middle Name

\*Last Name Heug Demo

Name Suffix

Display Name Do Not Use3 Heug Demo

Formal Name Do Not Use3 Heug Demo

Name Heug Demo,Do Not Use3

# DEMONSTRATIONS

Onboarding

Exit

Welcome  
○ Visited

Personal Details  
○ Visited

Name  
○ Visited

Addresses  
○ Visited

Contact Details  
○ Not Started

Indigenous Aus Identification  
○ Not Started

Emergency Contacts  
○ Not Started

Additional Info  
○ Not Started

Disability  
○ Not Started

Citizenship/Passport Details  
○ Not Started

Visa Details  
○ Not Started

Personal Bank Accounts

**Personal Details - Addresses**

Note  
If you are an international student

Home  
No data exists.  
Add Home Address

Mailing  
No data exists.  
Add Mailing Address

Cancel

Address

Save

Change As Of 05/11/2018

Address Type Home

Country Australia

Address 1

Address 2

Address 3

Address 4

City

State

Post Code

# DEMONSTRATIONS

✕ Exit Onboarding

**Welcome**  
 Visited

**Personal Details**  
 Visited

**Name**  
 Visited

**Addresses**  
 Visited

**Contact Details**  
 Visited

**Indigenous Aus Identification**  
 Not Started

**Emergency Contacts**  
 Not Started

### Personal Details - Contact Details

Please provide a personal email address if you have not done so already.

**Phone**

Number	Extension	Type	Preferred	
812312312		Home	<input checked="" type="checkbox"/>	>

**Email**

Email Address	Type	Preferred	
<a href="mailto:Test@testing.com.au">Test@testing.com.au</a>	Home	<input checked="" type="checkbox"/>	>

# DEMONSTRATIONS

✕ Exit

Onboarding

## Welcome

Visited

## Personal Details

Visited

## Name

Visited

## Addresses

Visited

## Contact Details

Visited

## Indigenous Aus Identification

Visited

## Emergency Contacts

Not Started

## Additional Info

Not Started

## Disability

## Personal Details - Indigenous Aus Identification

Nominate one of the following: Australian Aboriginal ; Aboriginal and Torres Strait Islander ; Other or Torres Strait Islander.

No data exists.

Add an Identity

## Celebrate your Identity

### Voluntary identification for Australian Aboriginal and Torres Strait Islander employees

The University of Adelaide acknowledges that the Kaurna people are the original custodians of the Adelaide Plains and the land on which the University's campuses at North Terrace, Waite, Thebarton and Roseworthy are built.

The University of Adelaide regards Australian Aboriginal and Torres Strait Islander people's knowledge and cultures and is committed to the principles of Social Justice and Reconciliation and "Closing the Gap between Indigenous and non-Indigenous Australians". In pursuing its goals, the University is dedicated to develop policies and practices that regard and value Australian Aboriginal and Torres Strait Islander experiences, perspectives and intellectual diversity.

The term "Australian Aboriginal and/or Torres Strait Islander" is defined as any person who:

Is of Australian Aboriginal and/or Torres Strait Islander descent;

Identifies as an Australian Aboriginal and/or Torres Strait Islander; and

Is recognised by the Australian Aboriginal and/or Torres Strait Islander community in which he or she lives or has lived as an Australian Aboriginal and/or Torres Strait Islander.

If you identify yourself as an Australian Aboriginal and/or Torres Strait Islander, you can celebrate your identity by following the 3 steps below. Please note that your identity status will be used in statistical reporting by the University – (eg. Federal government funding grants).

To celebrate your identity:

Click the '>' icon to update your identification.

Click the 'Search' icon to change the identity value.

Click the 'Save' button.

# DEMONSTRATIONS

Onboarding

Cancel

Lookup

Search for: \*Identity

▼ Search Criteria

[Show Operators](#)

Ethnic Group  
(begins with)

Description  
(begins with)

Search

Clear

▼ Search Results



4 rows

Description ▾

Australian Aboriginal

Aboriginal and Torres Strait Islander

Other

Torres Strait Islander

# DEMONSTRATIONS

The screenshot displays a web application interface. On the left is a sidebar menu with the following items: 'Welcome' (Visited), 'Personal Details' (Visited), 'Name' (Visited), 'Addresses' (Visited), 'Contact Details' (Visited), 'Indigenous Aus Identification' (Visited), 'Emergency Contacts' (Visited), 'Additional Info' (Not Started), 'Disability' (Not Started), and 'Citizenship/Passport Details' (Not Started). The main content area is titled 'Personal Details - Emergency Contacts' and shows 'No data exists.' with an 'Add Emergency Contact' button. A modal window titled 'Emergency Contact' is open, featuring a 'Cancel' button, a 'Save' button, and the following fields: '\*Contact Name' (text input), '\*Relationship' (dropdown menu), and 'Preferred' (checkbox, checked). Below these fields are three sections: 'Address' with 'No data exists.' and an 'Add Address' button; 'Phone Numbers' with 'No data exists. At least one phone number is required.' and an 'Add Phone Number' button.

# DEMONSTRATIONS

✕ Exit

Onboarding

## Welcome

○ Visited

## ▲ Personal Details

○ Visited

## Name

○ Visited

## Addresses

○ Visited

## Contact Details

## Personal Details - Additional Info

\*Birth Country

\*Gender

\*Language Spoken at Home

Save

# DEMONSTRATIONS

## Welcome

○ Visited

## Personal Details

○ Visited

### Name

○ Visited

### Addresses

○ Visited

### Contact Details

○ Visited

### Indigenous Aus Identification

○ Visited

### Emergency Contacts

## Personal Details - Disability

The University of Adelaide is committed to principles of equal opportunity and diversity.

Your disability status will be used for statistical reporting and in workforce planning by the University.

Disability is part of human diversity. Although some people are born with disability, many people acquire disability.

The definition of disability in the *Disability Discrimination Act 1992* (Cth) includes:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurological, and
- Learning disabilities, as well as
- Physical disfigurement, and
- The presence in the body of disease-causing organisms.

**Please select one of the below and click 'Submit':**

- Yes, I currently have a disability
- No, I don't currently have a disability

Submit

# DEMONSTRATIONS

✕ Exit

Onboarding

## Welcome

Visited

## Personal Details

Visited

### Name

Visited

### Addresses

Visited

### Contact Details

Visited

### Indigenous Aus Identification

Visited

### Emergency Contacts

Visited

### Additional Info

Visited

### Disability

Visited

## Citizenship/Passport Details

Visited

### Visa Details

Not Started

### Personal Bank Accounts

Not Started

### Tax File Number Declaration

## Personal Details - Citizenship/Passport Details

- a. This engagement is subject to the Staff Member obtaining and retaining a legal entitlement to work in Australia as granted by the Australian Department of Immigration and Border Protection, to enable them to carry out the prescribed duties for the term of this engagement.
- b. It is the Staff Member's responsibility to ensure they obtain and retain a valid visa and a legal entitlement to work in Australia for the term of this engagement.
- c. The Staff Member is obliged to fully assist the University with any of its enquiries concerning the Staff Member's visa and residency status and work entitlements' status.
- d. The Staff Member is obliged to advise the University if the Staff Member's right to lawfully work in Australia is varied or ceases.
- e. Failure by the Staff Member to retain the legal entitlement to work in Australia will result in immediate termination of the Staff Member's employment by frustration.
- f. The Department of Immigration and Border Protection requires the University to obtain the Staff Member's consent to perform a Visa Entitlement Verification Online (VEVO) check to confirm the Staff Member's visa status and work entitlements.
- g. By entering into this engagement, the Staff Member confirms they consent to a VEVO check being undertaken by the University should one be required and they understand:
  - i. the purpose of the inquiry;
  - ii. that the personal information detailed on their passport will be used for VEVO checking purposes; and
  - iii. that if the Staff Member is not entitled to be in Australia, the Commonwealth may use the information collected as part of the VEVO check to locate the Staff Member.

By completing this task, you:

1. acknowledge that you have read, understood and agree to the information provided above;
2. confirm your consent to a VEVO check.

Enter all your citizenship statuses below. Identify all countries which you currently hold citizenship, including Australia.

If you joined the University prior to 24th November 2017 the data held in this section may reflect your visa status rather than your country of citizenship. If you have become an Australian citizen since joining the University please update the field below and attach the evidence which is requested.

Please also add details of any other citizenships you hold.

**If you have any questions about requirements please contact [visa@adelaide.edu.au](mailto:visa@adelaide.edu.au)**

No data exists.

Add Citizenship Details

# DEMONSTRATIONS

nsibility to ensure they obtain and retain a valid visa and a legal entitlement to work in Australia for t

[Cancel](#) **Add Citizenship Details** [Save](#)

\*Citizenship Country

**Passport Details (if available)**

Passport details for above citizenship

Passport Number

Issue Date

Expiration Date

[Add Another Passport ▶](#)

**Upload Supporting Documents**

Upload a Passport Bio Page as a proof of this citizenship and for each newly added passport.

If you are an Australian Citizen, other acceptable evidence is:

- Your Citizenship Certificate, or.
- Your Birth Certificate, but only if you were born prior to **20 August 1986**.

Please upload a scanned copy, noting that only .jpeg, .jpg and .pdf files up to 10 MB are accepted.

[View or Upload Documents ↗](#)

# DEMONSTRATIONS

✕ Exit Onboarding

**Welcome**  
○ Visited

▸ **Personal Details**  
○ Visited

**Name**  
○ Visited

**Addresses**  
○ Visited

## Personal Details - Visa Details

Please add or update the details of your **current visa**, and provide all requested information and documentation, below.

If you have obtained a new visa since joining the University or your visa status has changed (e.g., you have become a permanent resident), please ensure you have added the details of that new visa below.

---

No data exists.

[Add Visa Details](#)

# DEMONSTRATIONS

## Visa Details

Cancel **Add Visa Details** Save

Country AUS

\*Visa/Permit Type

### Visa Details

\*Issue Date

\*Expiration Date

\*Duration

\*Type of Duration Months

\*Visa Grant #

### Upload Supporting Documents

Upload a Passport Bio Page (unless already provided) and a grant notice as a proof of this visa.

If you hold a Bridging Visa, you must upload:

- Letter from DIBP confirming grant of bridging visa; AND
- Letter from DIBP confirming type of visa applied for.

Please note that only .jpeg, .jpg and .pdf files up to 10 MB are accepted.

[View or Upload Documents](#)

# DEMONSTRATIONS

Exit

Onboarding

## Welcome

Visited

## Personal Details

Visited

### Name

Visited

### Addresses

Visited

### Contact Details

Visited

### Indigenous Aus Identification

Visited

### Emergency Contacts

Visited

### Additional Info

Visited

### Disability

Visited

### Citizenship/Passport Details

Visited

### Visa Details

Visited

## Personal Bank Accounts

## Personal Bank Accounts

Do Not Use3 Heug Demo

This page is used to add or update your bank account details. At least one bank account must be recorded here to enable payment of your salary.

### Instructions

- To change your current bank account override your existing BSB and bank account number with your new details. When you select SAVE the distribution below will automatically update
- To add an additional bank account Select Add a New Account and enter the BSB, Account Number and Account Name – then select Add a New Distribution below, complete the distribution row and then select SAVE
- To remove a bank account first delete the Payment Distribution below then select SAVE. The bank details will automatically be removed after you've saved and exited the page.

### Personal Bank Accounts

*BSB	*Account Number	Bank Name	*Account Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add a New Account

Save

Cancel

### Instructions

- All positions/roles must have at least one bank account associated with them though respective Payment Distribution below.
- Before populating Payment Distribution, at least one bank account needs to be added above.
- Only one account can be default, and the Percentage/Fixed Amount fields of the default account are to be left blank.
- If applicable, you must determine your remaining distributions by EITHER a percentage OR an amount.
- Deleting a Payment Distribution will automatically remove the bank details from the list above. This will occur after you've saved and exited the page.

### Payment Distribution

Business Title Casual Non Tchg/Resch Academic

Activity Important Things

Department Dental

Supervisor Sasha MacGillivray

Record 0 Contract Number 0001

Distribution Order	Account Number	Bank Name	Account Name	Percentage	Fixed Amount	Default	Partial Allowed	
1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete				

Add a New Distribution

Save

Cancel

# DEMONSTRATIONS

✕ Exit

Onboarding

○ Visited

## Personal Details

○ Visited

### Name

○ Visited

### Addresses

○ Visited

### Contact Details

○ Visited

### Indigenous Aus Identification

○ Visited

### Emergency Contacts

○ Visited

### Additional Info

○ Visited

### Disability

## Tax File Number Declaration Form

1. What is your tax file number (TFN)? (9 digits only)

OR

Are you claiming an exemption?

2. Are you:



3. Do you want to claim the tax-free threshold from this payer?



Yes

No

4. Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?



Yes

No

5. Do you have a Financial Supplement debt?



Yes

No

Save

# DEMONSTRATIONS

✕ Exit

Onboarding

## Welcome

Visited

## ▶ Personal Details

Visited

## ◀ Qualifications

Visited

### University of Adelaide

Visited

### Other Australian

Not Started

### Overseas

Not Started

## Qualifications - University of Adelaide

Please note that details of qualifications from the University of Adelaide post 1985 will be populated automatically. For degrees prior to 1985, please contact [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au) who will manually update your record.

# DEMONSTRATIONS

The screenshot shows a web application interface for onboarding. The top navigation bar is orange and contains an 'Exit' button and the text 'Onboarding'. On the left is a sidebar menu with the following items: 'Welcome' (Visited), 'Personal Details' (Visited), 'Qualifications' (Visited), 'University of Adelaide' (Visited), 'Other Australian' (Visited, highlighted), 'Overseas' (Not Started), 'No Qualifications' (Not Started), 'Further Information' (Not Started), and 'Summary' (Not Started). The main content area is titled 'Qualifications - Other Australian' and displays 'No data exists.' with an 'Add' button. A modal window titled 'Other Australian' is open, featuring a 'Cancel' button, a 'Save' button, and several input fields: '\*Qualification Name' (with placeholder 'e.g. Bachelor of Arts'), '\*Qualification Type', '\*Completion Year', 'Field of Education (Broad)', 'Field of Education (Narrow)', '\*Field of Education (Detailed)', '\*Length of Program', and '\*Institution Name'. Each of the last five fields has a search icon. There are also two user icons on the right side of the modal. At the bottom of the modal is a button labeled 'View / Upload Supporting Documents'.

# DEMONSTRATIONS

The screenshot shows a web application interface with a top navigation bar labeled "Onboarding" and an "Exit" button. A sidebar on the left contains a menu with items: "Welcome" (Visited), "Personal Details" (Visited), "Qualifications" (Visited), "University of Adelaide" (Visited), and "Other Australian" (Visited). The main content area is titled "Qualifications - No Qualifications" and contains the instruction "Select Add and then choose Confirmed if you :". Below this are two numbered steps: "1. Have a University of Adelaide qualification which is not displayed in the system and has emailed the HR Service Centre to be updated." and "2. Have no qualifications". An "Add" button is visible below the steps. A modal dialog box is open in the foreground, titled "No Qualifications", with a "Cancel" button on the left and a "Save" button on the right. The dialog contains a radio button group with "Confirmed" and "No" options, where "No" is selected.

# DEMONSTRATIONS

Exit Onboarding < Previous Next > ☰

**Welcome**  
 Visited

**Personal Details**  
 Visited

**Qualifications**  
 Visited

**Further Information**  
 Visited

**Summary**  
 Not Started



## Further Information

---

### Timesheet Submission

In order to receive payment for your services, you are required to submit a timesheet through [Staff Services Online \(SSO\)](#). For information on how to submit a timesheet and to view the submission deadlines, visit the [CAPS website](#).

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### Staff Services Online (SSO)

Staff Services Online (SSO) is the online, self-service tool which allows you to manage your casual timesheets and banking details, update your personal information and view your payslip and payment summary. Visit the [Staff Services Online \(SSO\)](#) website for further information.

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### Induction

As a new casual staff joining the University, your induction is an important aspect of your commencement. The Induction website contains a collection of useful links and information to help you to understand the University's way of operating to ensure a smooth transition into your new role and working environment. Resources are available to guide you through the activities that you will undertake during your first week and beyond, supported by your line manager and induction coordinator. Visit the [Induction website](#) for further information.

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### Superannuation

The University will make superannuation contributions to your UniSuper account. If you are a new member, an account will be created for you. Existing or returning members will continue to have contributions deposited to existing account. Visit the [UniSuper website](#) for further information.

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### Help

For assistance with **Human Resources related matters**, please visit the HR website at <https://www.adelaide.edu.au/hr/> Alternatively, contact the HR Service Centre on 8313 1111 or email [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au).

For assistance with **Technology related matters**, please visit the IT&DS website at <https://www.adelaide.edu.au/technology/> Alternatively, contact the Information Technology & Digital Services Service Desk on 8313 3000 or email [serviceesk@adelaide.edu.au](mailto:serviceesk@adelaide.edu.au).

# DEMONSTRATIONS

✕ Exit Onboarding < Previous ☰

**Welcome**  
○ Visited

▶ **Personal Details**  
○ Visited

▶ **Qualifications**  
○ Visited

**Further Information**  
○ Visited

**Summary**  
○ Visited

## Summary

By completing the activity guide, you confirm that you have read, understood and agree to the information provided in the guide. Note, all tasks will change to *Completed* once you've clicked on the green **Complete** button.

If your engagement has already commenced, the timesheet will become available in SSO within an hour of you completing this onboarding. Otherwise, it will be available from the start date of your engagement until 30 days post the end date.

**Complete**

### Steps

18 rows

Step	Status	Go to Step
Welcome	○ Visited	Go to Step
Name	○ Visited	Go to Step
Addresses	○ Visited	Go to Step
Contact Details	○ Visited	Go to Step
Indigenous Aus Identification	○ Visited	Go to Step
Emergency Contacts	○ Visited	Go to Step
Additional Info	○ Visited	Go to Step
Disability	○ Visited	Go to Step

# DEMONSTRATIONS

## Summary



By completing the activity guide, you confirm that you have read, understood and agree to the information provided in the guide.  
Note, all tasks will change to *Completed* once you've clicked on the green **Complete** button.

If your engagement has already commenced, the timesheet will become available in SSO within an hour of you completing this onboarding. Otherwise, it will be available from the start date of your engagement until 30 days post the end date.

### Steps

18 r

Step	Status	Go to Step	Errors
Welcome	○ Visited	<a href="#">Go to Step</a>	
Name	○ Visited	<a href="#">Go to Step</a>	Please provide a prefix to your name in Name section.
Addresses	○ Visited	<a href="#">Go to Step</a>	Please provide at least one home address in the Addresses section.
Contact Details	○ Visited	<a href="#">Go to Step</a>	
Indigenous Aus Identification	○ Visited	<a href="#">Go to Step</a>	Please provide details of your identity in Indigenous Australian Identification section.
Emergency Contacts	○ Visited	<a href="#">Go to Step</a>	Please provide an emergency contact in Emergency Contacts section.
Additional Info	○ Visited	<a href="#">Go to Step</a>	Please provide additional personal details in Additional Information section.
Disability	○ Visited	<a href="#">Go to Step</a>	
Citizenship/Passport Details	○ Visited	<a href="#">Go to Step</a>	Please provide details and supporting documents for at least one citizenship before completing your onboarding.
Visa Details	○ Visited	<a href="#">Go to Step</a>	Please provide details and supporting documents for your Australian work rights.
Personal Bank Accounts	○ Visited	<a href="#">Go to Step</a>	Please enter required information in Personal Bank Accounts section.

# THE BIG C.....

## CUSTOMISATIONS

- Minimal Customisations for Activity Guides
- Uses SSO Pages – either Vanilla functionality or already customised.
- The 2 pages that did have heavy customisation were:
  - Citizenship
  - Completion page - Validation



# KEY LEARNINGS

ANY QUESTIONS?

# KEY LEARNINGS

## Process:

- Staff Census Launch from VC was very effective
- Crashed SSO – don't send to entire uni at once. And ensure it only goes to those that are required to complete the Census
- Be clear on why the information needs to be captured
- Concerns about data breach
- Concerns about sharing disability – what was the data used for
- VISA/citizenship proof – explain why
- Confirmation of citizenship – Citizenship certificate vs Birth Certificate (Birth Certificate not acceptable if born after 20 August 1986)

# KEY LEARNINGS

## System:

- Visited vs Complete in the menu is confusing
- Unable to terminate an onboarding activity without technical team intervention
- Banking page for casuals – multiple records
- “Complete” slider bar confusing for users.
- UOA qualifications for CAPS only updated overnight. Therefore if someone accepted their offer and went to complete their onboarding on the same day their UOA quals don't appear.
- Pre 1985 UOA qualifications have to be manually updated

# PRESENTER

*Sasha MacGillivray*

Manager, HR Systems and Change

The University of Adelaide

[sasha.macgillivray@adelaide.edu.au](mailto:sasha.macgillivray@adelaide.edu.au)

**ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR  
DOWNLOAD FROM THE CONFERENCE SITE**



THANK YOU!



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